

## Certification Program Description and Requirements for South Carolina Public Librarians

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Certification aids library boards and librarians in selecting competent personnel and gives the taxing bodies assurance that the public funds are spent for quality service. It improves the status of librarianship as a profession. The Certification Program for South Carolina Public Librarians was formalized in 1962 and is governed by State Law (Code of Laws of South Carolina, 1976. Vol. 26, Rules and Regulations R75-2). The purpose of the program is to up-grade the public library profession in South Carolina. The program applies only to persons currently employed in full time positions in South Carolina public libraries. There are four types of certificates: Professional, Provisional Professional, Pre-Professional and Provisional Pre-Professional.

\*The **Professional certificate** is issued to library staff who are graduates from an accredited undergraduate college or university, who have a degree from a graduate program of library study accredited by the American Library Association, and who are currently and have been employed in a professional full-time position in a public library for three years of continuous service.

\*\*The **Provisional Professional certificate** is issued to library staff members who have less than three years of continuous full-time professional experience in a public library. Although the Provisional Professional certificate is valid for four years it can be exchanged for a permanent Professional certificate upon completion of three years of full-time public library experience.

\*\*\*The **Pre-Professional certificate** is issued to library staff members who have satisfactorily completed a bachelor's degree in a college or university approved by an agency of more than statewide standing and who have completed not less than 18 semester hours in library science. This certification is initially valid for five years and renewable by continuous full-time library experience and the successful completion of six semester hours in academic and/or library science courses. After five years' experience and the additional six hours' credit, the certification remains valid so long as the holder is continuously employed in a full-time library position.

\*\*\*\*The **Provisional Pre-Professional certificate** is issued to library staff members who have completed a bachelor's degree in a college or university of recognized standing. This certificate is valid for three years and renewable by continuous full-time library experience and successful completion of six semester hours of library science courses. After completion of 18 semester hours in library science, the Provisional certificate may be exchanged for the regular Pre-Professional certificate.

Although funding is limited, continuing education grants are available to libraries to assist staff members with the cost of academic courses. Course work required for Provisional Pre-Professional and Pre-Professional certification may be done at the undergraduate level. However, in recognition of the lack of availability of undergraduate courses in library science, grants will be made for up to twelve hours of course work at the graduate level after the candidate has been a full-time employee of the library for at least one year and completed nine hours toward the MLS, and maintained a grade point average of 3.0 or higher.

Each application is considered individually on the basis of the value of the course work both to the individual and to the library. Course work should be related to the duties and responsibilities of the staff member's position. Preference in awarding grants is given to persons working toward meeting certification requirements. The grant application must be filled out with the approval of the public library director and must be signed by the library director.

**DO NOT WRITE HERE**

Type of Certificate: \_\_\_\_\_

Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Exp. Date: \_\_\_\_\_



south carolina  
**STATE LIBRARY**

**Mail Application To:**

South Carolina State Library  
Attention: CE Coordinator  
PO Box 11469  
Columbia, SC 29211

**APPLICATION FOR PUBLIC LIBRARIAN'S CERTIFICATE**  
**PROFESSIONAL\***

Date: \_\_\_\_\_

Name: Mr. Mrs. Ms. \_\_\_\_\_  
last first middle

Mailing Address: \_\_\_\_\_  
street city state/zip

Home telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Library Address: \_\_\_\_\_  
name street city state/zip

Work telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

\*Items marked with an asterisk, see 'Requirements' on page 1

### RECORD OF EDUCATION

Institution	Name	Address	Dates attended FROM:	Dates attended TO:	Credential or Degree
High School or Preparatory School					
College or University*					
Library School*					
Other					

**\*COPY OF MLS OR MLIS TRANSCRIPTS MUST BE SUBMITTED: CHECK ONE** ☐ Transcripts Enclosed  
☐ Transcripts to be forwarded by school

### RECORD OF LIBRARY EXPERIENCE (List current position first)

Name of Library	Title of Position	Name of Supervisor	Date of employ- ment FROM:	Date of employ- ment TO:	Hours worked per week	Total #Years/ Months

(additional sheets may be attached if necessary)

**Please attach a BRIEF ANALYSIS OF YOUR PRESENT POSITION DUTIES AND RESPONSIBILITIES on a separate sheet.**

I certify the above information is correct \_\_\_\_\_

Signature of Applicant

I have reviewed this application and certify the information is correct so far as it pertains to this library. The position held is classified as \_\_\_\_\_ Professional or \_\_\_\_\_ Pre-professional

Signature of Immediate Supervisor \_\_\_\_\_



South Carolina State Library  
Attention: CE Coordinator  
PO Box 11469  
Columbia, SC 29211

**REQUEST FOR EVALUATION OF THREE YEARS PROFESSIONAL EXPERIENCE**  
(POST COMPLETION OF ALA ACCREDITED MLS OR MLIS)

Name: Mr. Mrs. Ms. \_\_\_\_\_  
last first middle

Mailing Address: \_\_\_\_\_  
street city state/zip

Permanent Address: \_\_\_\_\_  
street city state/zip

Directions for use of this form:

This form is to be used by candidates for the Professional Certificate seeking to meet the three years full-time experience requirement of the Certification Regulations. It is to be filled out completely in duplicate, and both copies should be forwarded to the South Carolina State Library. Separate sheets should be used for positions in different libraries, if the three years consecutive experience was gained in more than one library. If the title and duties changed materially in the course of service in any one library, indicate such changes as separate employment. Additional sheets following the pattern of this form may be used.

The experience described must include your present position. Experience acquired prior to the completion of the requirements for the library degree cannot be claimed. It is not necessary to describe more than the required three years.

Please describe in detail, on the back of this sheet, the professional experience you are claiming. Give specific information about each type of work performed in this position.



South Carolina State Library  
Attention: CE Coordinator  
PO Box 11469  
Columbia, SC 29211

**CLAIMED EXPERIENCE FORM:**

Name and address of library\*: \_\_\_\_\_

\_\_\_\_\_

Title and grade of your position: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

Name and Address of Library: \_\_\_\_\_

\_\_\_\_\_

Date of Employment: From: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ hours per week \_\_\_\_\_

To: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ annual salary \_\_\_\_\_

Type of work performed:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*If not a public library in South Carolina, give complete information about the library such as: type of services, size of staff (professional and nonprofessional), number in volumes, population served.